

The background features a faded illustration of a soldier in full combat gear, including a helmet and a rifle, positioned on the left side. Overlaid on the right side is a large, circular military seal. The seal contains an eagle with spread wings and the text 'DEPARTMENT OF THE ARMY' at the top and 'AIR FORCE' at the bottom, with 'BUREAU' visible at the very bottom. The main title is centered over these graphics.

Human Resource Development & Training

Module 14

*National Guard
Technician Personnel Management
Course*



***Training is
an
investment
...
not an
expense***



TRAINING & DEVELOPMENT

Must be administered IAW...

- TPR 400
- State Directive on Technician Training Program

TECHNICIAN PERSONNEL REGULATION (TPR) 400

***Includes the responsibilities
of...***

- NGB
- TAG
- HRO/HRDS
- Supervisor
- Training coordinators



TRAINING & **DEVELOPMENT PROCESS**

- Identify/assess training needs
- Select type of training to meet needs
- Develop Individual Development Plans (IDP)
- Request training attendance (SF 182)
- Ensure training attendance
- Evaluate training effectiveness
- Performance Improvement Plans (PIP)

TRAINING & DEVELOPMENT PROCESS

Step 1: Identify/assess training needs

- Analyze performance & previous training
- Causes of performance problems
 - ~Organizational
 - ~Environmental
 - ~Motivational
 - ~Knowledge/skills deficiencies



TRAINING & DEVELOPMENT PROCESS

Definition of need:

The difference between the actual competencies and KSAs available and those required to accomplish the mission



TRAINING & **DEVELOPMENT PROCESS**

Step 2: Types of training

- Mandatory/recommended
- In-house (internal/external)
- Satellite/computer based training
- Home study/correspondence

TRAINING & **DEVELOPMENT PROCESS**

Step 3: Develop the Individual Development Plan (IDP)

- Need to know/relate employee's position description to mission requirements
- Be able to measure/know how well the employee should perform the job

TRAINING & DEVELOPMENT PROCESS

Step 4: Request training attendance -Priorities

- Priority I. Mandatory training that must be completed during the fiscal year in order to prevent an adverse impact on mission accomplishment.
- Priority II. Training required to produce skilled employees within career fields. It should be successfully completed within a specified time period, but may be delayed if funding is not available.
- Priority III. Training for an employee performing competently to increase his/her productivity.



TRAINING & **DEVELOPMENT**

After determining the priority of need...

(Technicians)

1. Complete an SF 182
2. Forward original SF 182 through organizational channels and then to HRDS
3. HRDS will then approve/disapprove training request. Upon approval, HRDS will process training request (e.g. publish orders, pay tuition)



TRAINING & **DEVELOPMENT**

(AGRs)

1. Endorsement email from Student's Supervisor including:

- SSN (No dashes)
- Name
- Rank
- Course Title
- Course Number
- Class Number
- Class Start Date

TRAINING & **DEVELOPMENT PROCESS**

Step 5: Ensure training attendance

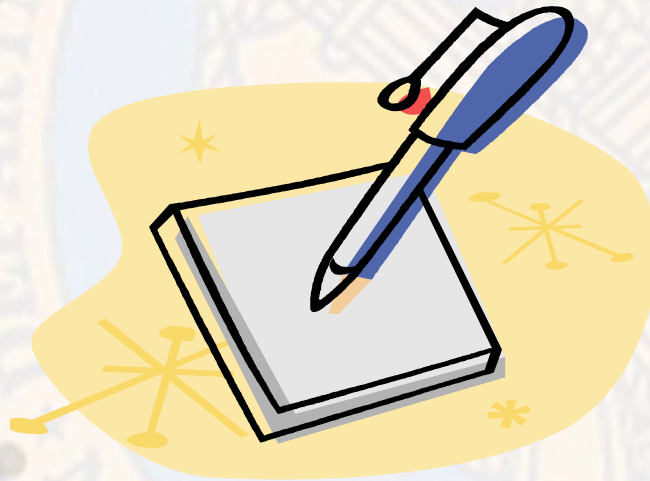
- Make a commitment to employee
- Release employees to attend training
- Ask for certificates of completion
- Document employee's attendance on NGB Forms 904-1

TRAINING & **DEVELOPMENT PROCESS**

Step 6: Evaluate training effectiveness

- Keep original/copy 1 of SF 182 for entry into DCPDS and to meet fiscal requirements
- Discuss how to apply skill and allow time to practice/apply them

EVALUATE AND DOCUMENT TRAINING



TRAINING BUDGET



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Question

